



TOWN OF BREWSTER, MA JOB DESCRIPTION

Title: Assistant Town Accountant	Classification: Union, OPEIU
Department: Accounting Dept	Grade: OP4
Reports to: Finance Director	FLSA Status: Non-Exempt
Effective Date: 2-15-22	

Summary

Position performs accounting and administrative work in assisting the Finance Director/Town Accountant in the maintenance and processing of all Town financial records, accounts, transactions, and reports; performs all other related work as required.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Monitors expenditures of all town funds, examines all town and school bills and payrolls for appropriateness of expenditure, accuracy, and availability of funds before payment; processes weekly warrants for payrolls and accounts payable.

Responsible for posting accounts payable and payroll warrants, cash receipts, and monthly journal entries to the General Ledger.

Assists Finance Director/Town Accountant with monthly reconciliations including, but not limited to, cash and receivables.

Assists Finance Director/Town Accountant in the preparation of monthly reports and required local, state, and federal reports, including, but not limited to, state and federal grants, capital projects, Schedule A, Fixed Assets, and Combined Balance Sheet.

Maintains original and electronic town service contracts, and grants with State and Federal government, and private entities. Maintains vendor files and W9's

Works closely with the Information technology Director and software vendor to resolve issues regarding financial management system software. Provides training and support to employees in offices using accounting software. Assists in developing and modifying accounting procedures.

Assists Finance Director/Town Accountant with year-end: closing procedures, reconciliations, encumbrances, and annual audit preparation. Works with outside auditors during annual audit of Town's funds and expenditures.

Assists Finance Director/Town Accountant to maintain the chart of accounts; establishes and assigns new account numbers; deactivates accounts not being used.

Works closely with the Treasurer's and Collector's office to ensure all deposits are credited to proper accounts; reviews cash receipts reports and checks for accuracy.

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Assists Finance Director/Town Accountant for the recording of articles voted at Annual and Special Town Meetings

Works with administrative staff at the regional school district on monthly reconciliations and other financial matters.

Processes monthly sales and meals tax payments to state.

Acts as Town Accountant in the absence of the Finance Director/Town Accountant

Attends training programs, seminars, meetings and classes held by the Departments of Revenue and various municipal finance organizations.

Performs similar or related work as required or as situation dictates.

Supervision

Supervision Scope: Performs a variety of responsible duties of a technical and administrative nature requiring the exercise of judgment to interpret guidelines and carry out assignments independently; work at this level requires a working knowledge of departmental operations, local and state laws. Nature of the work assures that errors are usually detected in succeeding operations.

Supervision Received: Works under the general direction of the Finance Director/Town Accountant and in accordance with Uniform Municipal Accounting system, applicable Massachusetts General Laws, town policies, town bylaws, and relevant state, federal and local regulations and standards.

Supervision Given: None. Acts as Town Accountant during absences.

Recommended Minimum Qualifications

Education, Training and Experience

Associate's Degree in business, accounting or a related field; Bachelor's degree is preferred; Minimum three years of accounting or business experience; municipal experience preferred; or an equivalent combination of education and experience.

Special Requirements:

Certified Massachusetts Governmental Accountant desirable.

Knowledge: Knowledge of office practices and procedures; knowledge of municipal financial policies and procedures and the applicable provisions of the Massachusetts General Laws pertinent to the operation of the Finance/Accounting office; general knowledge of accounting systems. Knowledge or willingness and ability to learn state and local laws required to become proficient. Knowledge of the Uniform Municipal Accounting System (UMAS), accounting system, principles and practices of municipal accounting, and Mass. Municipal finance laws, including MGL Chapters 41 and 44.

Ability: Ability to analyze and interpret financial data and present findings in written or oral form. Ability to interact appropriately and tactfully with vendors and town employees. Ability to work independently. Must be able to operate a personal computer and display advanced skill when using software programs for accounting, payroll, financial applications, online banking, online tax payments and DOR reporting;

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word processing, database, report generation, spreadsheets and other software as required by the position. Ability to meet deadlines.

Skill: Excellent skill and accuracy working with numbers and details; analytical skills; computer skills; interpersonal skills; organizational, and communication skills.

Job Environment

- Work is performed in an office environment. Majority of work is performed in a moderately noisy work environment.
- Operates computer, calculator, printer, telephone, copier, facsimile machine and all other standard office equipment.
- Makes frequent contact with department and town staff. Has contact with vendors, state and federal offices, banks, outside agencies and organizations.
- Has access to departmental confidential information.
- Errors could result in delay or loss of service, financial loss, and/or legal repercussions.

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 15 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard at efficient speed.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

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